

# GUIDELINES FOR COMMUNITY SUPPORT GRANTS

## 2017 Deadline: November 30, 2016

City of Mukilteo  
Executive Department

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### Suggestions:

Think of a project that promotes job growth, or promotes business attraction, retention, and relocation to Mukilteo, or a program that promotes the community in areas such as culture and arts, recreation, education, youth development, etc.

All applications and supporting materials must be mailed or dropped off by the deadline at:

City of Mukilteo  
Attn: Community Grants  
11930 Cyrus Way  
Mukilteo, WA 98275

### City Hall hours:

Mon – Thurs 7:30 AM – 5:00 PM  
Friday 7:30 AM – 4:30 PM.



## CITY OF MUKILTEO

### PURPOSE:

The purpose of the City of Mukilteo Community Support Grants is to support projects that promote community-based organizations within the City. Funding is awarded to groups who promote economic development with special events and other activities that enhance the general well being of the community.

Eligibility of projects is defined broadly to encourage wide participation and innovative proposals. The City of Mukilteo's Executive Department administers this program on behalf of the City. Please call Nancy Passovoy, Executive Assistant at 425.263.8018 or email [n.passovoy@mukilteowa.gov](mailto:n.passovoy@mukilteowa.gov) for assistance.

### APPLICANT ELIGIBILITY:

We welcome applications from public, private, and non-profit entities with the demonstrated capacity to accomplish their proposed projects. This includes registered non-profit agencies such as volunteer groups, neighborhood groups, educational organizations, public agencies, and the Chamber of Commerce. With limited exceptions, organizations must be based in Mukilteo. Those organizations not based within City limits must demonstrate, to the City's satisfaction, the benefits and necessity of the service provided to the community of Mukilteo.

**Fun Fact:** In 2016, \$10,000 from the City's General Fund was awarded to 8 projects or events. See below for more details.

### 2016 COMMUNITY GRANT AWARDS:

These groups/projects received Community Support Grant awards in 2016:

◆ Mukilteo Community Orchestra: Musical and Educational Outreach \$2,000

◆ Future of Flight Foundation: A-STEM Family Night \$2,000

◆ Mukilteo Police Department: Shop With a Cop \$1,000

◆ Save Our Communities: Paine Field Expansion \$1,000

◆ Kamiak Performing Arts Boosters: Scholarships \$1,000

◆ Mukilteo Community Garden: Garden Beds \$1,000

◆ Mukilteo Firefighters Benevolent Fund: Annual Egg Hunt \$1,000

◆ Work Force Development Center: Emergency Preparedness Kits \$1,000



## Eligibility Requirements

The basic eligibility requirement is that the application clearly and convincingly demonstrates that the proposed project is in compliance with the City's purpose of the grants. In addition to City program guidelines, applications must satisfy several other criteria:

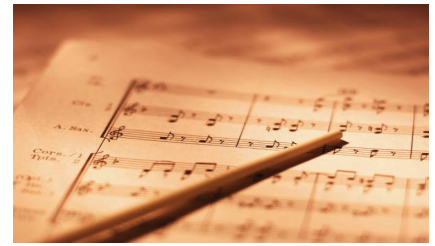
- The application must demonstrate that the organization will supply at least 25% of the project cost. The matching requirement may be met by

cash or in-kind services, or a combination of both. Volunteer time can be calculated and considered as an in-kind match.

- No project will be considered for funding unless it can demonstrate that it can be completed by December 31 of the year in which the funds were awarded.
- Community Support funds can be used for tangible operational items to help support an event/

program such as ads in the local newspaper, purchase of sign boards, or flyers.

- Community Support funds cannot be used to offset non-profit operational and maintenance costs.
- Project requests that are cooperative in nature (co-sponsored by two or more agencies) will receive higher priority in the selection process.



- If a group has more than one project for consideration, each project must have its own completed application package and the applicant must rank the projects from most to least important.
- Proof of general liability insurance with \$1,000,000/occurrence and \$2,000,000 general aggregate is required with the application. In some circumstances, the City may waive this requirement.

*Your project or event must be completed by 12/31/2017 to be eligible!*

## Project Scope

As you develop your project and draft your application package, please carefully consider the following points:

- ⇒ **Eligibility.** Each applicant will be required to concisely define the service to be provided through the proposed project and demonstrate how it will meet

the purposes of the grant. Essential to this process will be establishing that the project, if funded, will be in compliance with City ordinances and other requirements governing the use of program funds.

- ⇒ **Scope of work.** The applicant will be required to

submit a scope of work that breaks the overall project down into a progression of logistical steps.

- ⇒ **Time line.** The elements and the scope of work must be keyed to milestones indicating when each will be undertaken and/or completed.

## Project Budget and Non-Profit Status

- ⇒ **Budget.** At the bottom of the budget page, please present any additional figures or details you feel will clarify the basic information provided in the budget form. Please note that salaries and related personnel expenses, as well as travel and administrative costs, are ineligible for reimbursement but qualify as sponsor match.

- ⇒ **Match availability.** Each project must confirm that, if the project is funded, the matching share will be available on the specified date of project commencement.

- ⇒ **Cooperative commitments.** The lead sponsor of a cooperative project will be required to submit formal letters of commitment from project co-sponsors.

- ⇒ **Proof of non-profit status.** Non-profit organizations proposing projects must submit evidence of their status (i.e., a copy of the federal Internal Revenue Service letter confirming 501(c)3, 4, or 6 status or a copy of the certificate of non-profit incorporation signed by the Washington Secretary of State.

*The City Council must approve all projects and grant awards.*



*All contracts are reimbursement-based, i.e., the sponsor must expend funds on approved items and then seek reimbursement under terms of the governing contract.*

## Additional Project/Application Requirements

⇒ **Reimbursement.** Project proponents must understand that the City's support for funded projects is provided on a reimbursement basis, i.e., no funds can be advanced in support of a project. Sponsors must first incur costs and then bill the City for reimbursement under contract guidelines.

⇒ **Contract.** Each project selected for funding will be required to enter into a contractual agreement with the City. The contract will cover such areas as definition of the project goals, definition of eligible costs, specification of payment procedures, limits of City liability, and other usual and customary requirements.

⇒ **Monitoring and reporting.** As a contractual condition, each funded project will be monitored for progress and consistency with original goals. City staff will be available for questions and assistance as needed throughout the process. The sponsor will be required to submit a final report at the end of the project. If you received a grant last year, you must have submitted all of your final reports to be considered this year.

⇒ **Contact person.** Each project proponent will designate a primary individual as the contact for the project. During the life of a funded project, this individual will be the principal representative in dealings with the City.

## Selection Process

How are projects selected for Community Grants?

City staff will be available to provide assistance as applicants prepare their requests. When the solicitation period closes, City staff will review applications for completeness and eligibility using the criteria described below.

Interviews will be scheduled for qualifying applicants to present their project to the City's Council Finance Committee, who will then evaluate the applications and make funding recommendations to the City Council. The City Council makes the final decision on project approval and funding levels. Staff will then consult with sponsors of approved

projects to develop contacts and scopes of work. When the sponsors and the City sign the Agreements, staff will notify sponsors to proceed.

The project approval process requires two key steps:

1. Council's approval of the projects, and
2. Execution of the Funding Agreement.

*Only after both steps are completed is a project sponsor authorized to begin incurring reimbursable costs.*



*Beautification Project to Enhance Park Visitors*

## Eligibility Criteria

**Eligibility.** Is the project presented eligible? If not, can it be easily adjusted to qualify or are there individual eligible elements that could be funded?

**Duration.** Can the project be completed by December 31?

**Economic development.** Does the project meet the basic requirements for economic development? (Economic Development is a project/program that promotes, publicizes, supports and/or expands economic development in Mukilteo, such as promoting job growth, promoting business attraction, retention, and relocation to Mukilteo.)

**Application package.** Is the application package complete? Has the applicant answered all of the questions and supplied all of the necessary supporting documentation?



**Mukilteo City Hall**  
11930 Cyrus Way  
Mukilteo, WA 98275

*Staff Assistance:*

Nancy Passovoy  
Executive Assistant  
425.263.8018  
n.passovoy@mukilteowa.gov

### **Competitive Criteria:**

Applications that meet the threshold criteria will then be evaluated and scored based on the criteria listed below. Projects will be funded in their rank order, starting with the highest and working down the list as far as available funding will permit. The Finance Committee may recommend full, partial or no funding for each project. Thus, the lowest ranked project could receive full funding while the highest ranked project could receive only a portion of its request. A maximum of 100 points can be awarded.

- Cost Effectiveness. **(20 Points)** Does the project propose an efficient, economical use of the City's funds?
- Community Support. **(20 Points)** Does the project have broad-based community support?
- Community Appeal. **(20 Points)** Does the project have the potential for broad-based community appeal?
- Cooperative nature. **(15 Points)** What kind and degree of inter-organizational partnership does the project exhibit?
- Marketing. **(10 Points)** How will the proposed project be marketed and how will that marketing be coordinated with other community marketing?
- Clarity. **(5 Points)** Does the proposal clearly and concisely present a definite, well described product for which the City's assistance is being sought?
- Scale of project. **(5 Points)** Is the project of such a scale that the applicant can be reasonably expected to complete it by the end of the project year?
- Self-evaluation. **(5 Points)** Does the applicant, in the scope of work, provide for an adequate method of evaluating the effects of the proposed project upon completion?

## **And Finally...The Funding Agreement**

If you are awarded a grant, City staff will notify you.

Two copies of the Funding Agreement will be sent to each applicant along with the Project Summary Report and the Final Project Report/Request for Funds forms.

This Agreement must be signed and submitted along with all required insurance certificates. The City will not process an Agreement that does not meet basic insurance requirements.

A fully executed contract will be returned to your organization after signed by the Mayor.

Within 60 days of the end of your project, you will be required to complete and return

the Project Summary Report and the Final Budget Report/Request for Funds forms.

Payment will be processed by the City according to the terms of the Agreement.

**Best of luck to you and  
your project!**

### *Final thoughts:*

Make sure your event is open to the public and offers enhanced opportunities such as culture and arts, recreation, youth activities, and community action.

These kinds of projects have a better chance of being funded.

